

## Overseeing and promoting the Welsh language standards

Our Implementation Plan states that we will:

“...ensure that we have procedures for overseeing the way in which we comply with the service delivery, policy-making and operational standards with which we are under a duty to comply, and for promoting and facilitating the use of those services. We will publish the document on our website.”

### Overseeing

- The Implementation Plan is approved by our Management Team and our Council.
- We monitor compliance and activities against our Implementation Plan every year, and include the outcomes in the Annual Report.
- The Annual Report is subject to approval by our Management Team and our Council before publication on our website.
- Our Internal Audit function considers whether or not assurances need to be given to the Audit and Risk Committee and to the Chief Executive around risks associated with non-compliance against the standards.

### Promoting

- We have a page on our website dedicated to how we work bilingually, featuring our Implementation Plan.
- We also promote our Welsh language standards responsibilities on our general service standards page.
- We use our news pages and social media presence to inform interested parties about our Welsh language duties.
- Correspondents are encouraged to contact HEFCW in Welsh or in English.
- Job applicants are welcome to apply in Welsh or in English.
- Attendees at public meetings, or at meetings covered by the service standards, are welcome to contribute to the meeting in Welsh or in English.
- When a document is available in Welsh as well as in English, we make this clear on the English version (and vice versa).
- Management team promotes an ethos of positivity around HEFCW as a bilingual organisation and workplace.
- Staff are aware of HEFCW's Welsh language responsibilities, and which services they can access in Welsh.
- Staff are aware they may access Welsh training and development opportunities.
- Staff see both languages side by side wherever possible in order to mainstream the use of Welsh, and to improve access to and understanding of Welsh for all staff.
- Staff are reminded of our duties as an organisation, and receive an annual update on compliance with the Welsh language standards.
- We ensure that staff and respondents to consultations are encouraged to consider the impact of policies on the Welsh language.